



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

SUPERVISING SPECIAL INVESTIGATOR I (NON-PEACE OFFICER)

\$5,613 - \$6,975

INVESTIGATION DIVISION

VALENCIA

If previously you already submitted an application for this position, you do not need to resend another.

RESPONSIBILITIES: Under general direction of the Supervising Special Investigator II (Chief Investigator), the Supervising Special Investigator I organizes and supervises a staff of Insurance Investigators in the Investigation Division's Regional Office. Travel may be required. Working irregular hours may be required including nights, holidays, and weekends. ***Background check and fingerprinting are required for employees who are new to the Enforcement Branch.***

DESIRABLE QUALIFICATIONS:

- Ability to be self-motivated, to motivate others, to set and achieve goals, and to operate with a high degree of independence;
- Ability to successfully perform both the investigative and administrative duties of the job;
- Ability to liaison with other law enforcement and prosecuting agencies in the region;
- Ability to work flexible hours;
- Ability to legally operate a motor vehicle;
- Demonstrated ability to handle sensitive and confidential issues and materials;
- Demonstrated ability to handle changing priorities and deadlines.

WHO MAY APPLY:

Applications will be accepted from current State employees at the Supervising Special Investigator I (Non-Peace Officer) level, those with transfer eligibility, or those with list eligibility. All applications will be reviewed; however, only the most qualified candidates will be interviewed. ***All applicants must clearly indicate the basis of their eligibility (i.e., SROA, surplus, reemployment, reinstatement, transfer, or certification list eligibility) on the state application.***

All applicants, regardless of the type of eligibility, must provide proof of meeting the minimum qualifications of the classification. To view the minimum qualifications, please visit [CalHR Job Descriptions](#) and type in either the class code or title of the classification for which you are applying.

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DO NOT SUBMIT APPLICATIONS TO CalHR

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.



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Failure to provide proof of meeting the minimum qualifications of the classification through experience and/or education (include copy of college degree and/or transcripts if required) will eliminate you from being considered for the position.

APPLICATION PROCEDURE:

Please **mail** a completed standard [State Application STD 678](#), a **Criminal Record Supplemental Questionnaire**, and **proof of meeting the minimum qualifications of the classification** to: Teresa Foster, Department of Insurance, Human Resources Management Division, 300 Capitol Mall, 13th Floor, Sacramento, CA 95814.

DO NOT EMAIL THE APPLICATION. Emailed applications will not be accepted.

INDICATE “**SUPERVISING SPECIAL INVESTIGATOR I, PSN # 413-043-8549-001**” ON THE STATE APPLICATION. **Applications must be postmarked by the final filing date to be considered.** For additional information, please call Teresa Foster at (916) 492-3431.

IMPORTANT: Failure to provide proof of meeting the minimum qualifications of the classification through experience and/or education (include copy of college degree and/or transcripts if required), will eliminate you from being considered for the position.

IMPORTANT: Failure to include a completed Criminal Record Supplemental Questionnaire with your application may eliminate you from being considered for the position. The criminal supplemental questionnaire may be accessed through the CalHR jobs Web site: <http://jobs.ca.gov/pdf/crsq.pdf>.

FINAL FILING DATE: September 21, 2015 by 5 p.m., Close of Business

NOTE: Possession of minimum qualifications will be verified prior to interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application will be forwarded to CalHR for review and the applicant's name may be removed from the eligibility list.

If you are applying for more than one recruitment, a separate State Application (STD. 678) is required for each recruitment for which you would like to be considered.

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